

**Worcestershire**

**Football Association**

**Inclusion Advisory Group**

***Prospective Member***

***Application Pack***

***2019***

**Terms of Reference**

**Purpose**

The IAG will support and advise Worcestershire Football Association (WFA) to increase awareness, understanding and knowledge of inclusion, equality and diversity –

Worcestershire FA to better engage with and thereby better meet the needs of all of our local football communities to help to ensure football is available to everyone.

The IAG shall be working on behalf of The Worcestershire Football Association, with the remit of increasing the diversity of football's talent pool.

The IAG will also help fulfil WFA business and legal duties and responsibilities.

**Key Ares of Responsibilities**

* Advance equality of opportunity amongst all our football communities
* Foster good relationships with and between all our football communities
* Eliminate unlawful discrimination, harassment and victimisation- and promote inclusion
* Increase diversity in footballs’ talent pool
* Clarify regulations and sanctions related to discriminatory behaviour
* Enable transparency and confidence when dealing with discriminatory behaviour

**Key Deliverables**

* Utilise data to inform action planning and recommendations to WFA
* Produce an IAG Action Plan; setting clear and realistic targets, to form part of the WFA County Plan to address the needs of the whole of our football community
* Support community engagement, consultation, development programs and disciplinary procedures
* Act as Ambassadors for WFA in our football communities
* Bring a diverse perspective to the WFA
* Identify any equality issues, support the identification and delivery of solutions
* Promote and encourage the benefits of addressing equality issues within the football community
* Assess and advise on equality impacts arising out of strategic planning
* Coordinate consultation sessions with the wider community on strategic issues
* Identify key issues and trends that will promote the growth of the game through inclusion and diversity interventions
* Through the IAG Lead Officer to provide updates to WFA Board as appropriate
* Monitor and evaluate WFA Key Performance Indicators for inclusion and diversity
* Meet a minimum of four times a year

**Essential Skills**

* Recognise equality issues and identify possible solutions
* Demonstrate relevant knowledge of inclusion and diversity legislation
* Work across a broad spectrum of ethnic and cultural backgrounds
* Build effective relationships with members of staff and members of the football community
* Be a positive team member and help provide direction to the IAG and onward to WFA Council, Directors and professional staff
* Communicate effectively and confidently, both in written form and verbally
* Have a positive attitude towards the requirements of the role
* Handle confidential information sensitively
* Work positively as part of a team
* Act in a professional manner as a representative of the Worcestershire FA
* Work outside of normal working hours and attend meetings where required
* To be able to identify key equality issues and to support the identification and delivery of solutions

**Desirable Skills**

* Have a good understanding of grassroots football
* Bring a level of experience from the sports/football industry
* Recognise how to utilise and use appropriate and relevant social media
* Possess basic presentation skills
* Be competent in analysing data to assist in making informed decisions
* Have existing contacts within football and the wider community
* Have a positive and progressive attitude
* Have existing contacts within the business community
* Have a good knowledge of community groups
* Experience of working with diverse groups and individuals who have different ethnicity and cultural backgrounds

**Guidance on how to apply**

If you are interested in applying to be a member of Worcestershire Football Association Inclusion Advisory Group (WFA IAG), please complete the role profile and application form and return it by email or post, marked Private & Confidential, along with your current CV to:

FAO: Ben Langworthy

The Worcestershire FA

Craftsman House

De Salis Drive

Droitwich

Worcestershire

WR9 0QE

Or by email to: [Ben.Langworthy@Worcestershirefa.com](mailto:Ben.Langworthy@Worcestershirefa.com)

Completion of the role profile form is optional however it provides an opportunity to track the breadth and depth of applications from different parts of the community.

The appointments are on a voluntary basis for a period of two years following which members can be re-appointed. Relevant travel expenses may be paid in line with the WFA expenses policy.

If you require more information about the role or need assistance with your application, please do not hesitate to get in touch contact: Ben Langworthy – 01905 827137 Ex.210

Conversations will be both informal and confidential.

A selection panel will meet following the above date to shortlist those who will be invited to attend interview.

**Role Profile**

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| --- | --- |
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**About You**

The information you give us will be kept confidentially and stored securely and will only be used to provide an overall picture of the Inclusion Advisory Group (IAG) and will be kept separate from any job applications. Choosing to complete or not complete this information will not affect your application to join the IAG.

Please choose one option for each of the questions listed below and then tick or place an X in the appropriate box. If you do not want to answer some of the questions, please tick the ‘Prefer not to answer’ box. Thank you.

|  |  |
| --- | --- |
| **Your Name:** |  |

**1. Are you**: Male  Female  Prefer not to say

If you would prefer to use your own term please provide this here:

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**2.** **Age:** 16-20  21-30  31-40  41-50

51-60  61+  Prefer not to say

**3. Please indicate your marital/civil partnership status:**

|  |  |
| --- | --- |
|  | Prefer not to say |

**4a. Do you consider yourself to have a disability?**

(The Equality Act 2010 considers a person to be disabled if they have “a mental or physical impairment that has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.”)

Yes  No  Prefer not to say

**4b. If Yes, please indicate the type of disability or illness you have.** Please tick all those that apply. If none apply please mark ‘Other’ and give details.

|  |  |
| --- | --- |
| **Physical impairment** such as difficulty using your arms or mobility issues |  |
| **Sensory impairment** such as being blind / having a serious visual impairment or being deaf / having a serious hearing impairment |  |
| **Mental health condition** such as depression or schizophrenia |  |
| **Long-standing illness or health condition** such as cancer, HIV, diabetes, chronic heart disease, or epilepsy |  |
| **Learning disability/difficulty** (such as Down’s syndrome or dyslexia) or cognitive impairment (such as autistic spectrum disorder) |  |
| **Other** (please specify): |  |
| **Prefer not to say** |  |

**5. Do you have any caring responsibilities?**

Yes  No  Prefer not to say

***If Yes, do you……***

Look after children  Help someone ill or with a disability

**6. Please indicate which of these groups you consider you belong to:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **A. White** | | | | | | **B. Mixed / multiple ethnic groups** | | | |
| English/Welsh/Scottish/Northern Irish/British |  | | | | | White and Black Caribbean | | |  |
| Irish |  | | | | | White and Black African | | |  |
| Gypsy / Roma |  | | | | | White and Asian | | |  |
| Traveller |  | | | | | Any other Mixed / multiple ethnic background | | |  |
| Any other White background |  | | | | |
| **C. Black / African / Caribbean / Black British** | | | | **D. Asian / Asian British** | | | | | |
| African | |  | | Indian | | | |  | |
| Caribbean | |  | | Pakistani | | | |  | |
| Any other Black / African / Caribbean background | |  | | Bangladeshi | | | |  | |
| Chinese | | | |  | |
| Any other Asian background | | | |  | |
| **E. Other ethnic group** | | | | | | | | | |
| Arab | | |  | | Any other ethnic group | |  | | |
| Prefer not to say | | |  | |  | | | | |

**7. What is your religion?**

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| --- | --- | --- | --- |
| No religion |  | Jewish |  |
| Buddhist |  | Muslim |  |
| Hindu |  | Sikh |  |
| Christian (including Church of England, Catholic, Protestant and all other Christian denominations) |  | Any other religion, (please state):  ­­­­­­­­­­­­­­­­­­­­­  ………………………………………..………..  Prefer not to say |  |
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**8. Which of the following options best describes how you think of yourself?**

|  |  |  |  |
| --- | --- | --- | --- |
| Heterosexual |  | Other |  |
| Gay |  | Prefer not to say |  |
| Bisexual |  |  |  |

**Application Form**

**Section 1 – Personal Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Name** |  | | |
| **Address** |  | | |
|  | | **Post Code** |  |
| **Email Address** |  | | |
| **Contact Tel (Home)** |  | | |
| **Contact Tel (Mobile)** |  | | |
| **Occupation** |  | | |
| **Connection with Football (if any?)** |  | | |
| **Driving Licence** | Yes / No (delete as appropriate) | | |

**Section 2 – Relevant Experience**

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| --- |
| **Please outline all experience relevant to the role, include details of any voluntary and paid experience, and how you meet the requirements of the person and role specification.**  (Please note the content of this section will be made available for IAG members to view on the Worcestershire FA Website – www.WocrestershireFA.com) |
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**Section 3 – Reasons for applying**

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| **Please outline why you would like to become part of the Worcestershire FA IAG.**  (Please feel free to relate this to your career, hobbies, aspirations and philosophy). |
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**Section 4 – Signed Declaration**

I confirm that to the best of my knowledge and understanding that the information on this form is correct and accurate.

I understand that I am applying, as a volunteer and that there will not be any form of employment contract. I agree that Worcestershire FA may retain and use personal information about me for volunteering reasons. Such information will be subject to Data Protection legislation.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed:** |  | **Date:** |  |

Please send your completed role profile, application form and CV, marked Private & Confidential to:

FAO: Ben Langworthy

The Worcestershire FA

Craftsman House

De Salis Drive

Droitwich

Worcestershire

WR9 0QE

Or by e-mail to: [Ben.Langworthy@Worcestershirefa.com](mailto:Ben.Langworthy@Worcestershirefa.com)

Thank-you for your interest and for taking the time to complete this application.